



### Request for Record Correction

#### Student Information Name:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Last First M.I. or last 4 digits of SSN*

Address: \_\_\_\_\_  
*No. & Street City State Zip Code*

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Dept. & Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_  
*i.e. NUTR 010 i.e. Nutrition i.e. 12345*

Summer \_\_\_\_\_  Fall \_\_\_\_\_  Spring \_\_\_\_\_  
*Year Year Year*

Instructor's name: \_\_\_\_\_ College: \_\_\_\_\_

#### Instructor Use Only

A copy of the instructor Class Rollbook **MUST** be attached.

Grade: From \_\_\_\_\_ To \_\_\_\_\_ Units: From \_\_\_\_\_ To \_\_\_\_\_ Level: From \_\_\_\_\_ To \_\_\_\_\_

Instructor's Reason for Recommendation: \_\_\_\_\_

See Attached Documentation \_\_\_\_\_

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
*Instructor's Name (please print clearly) Signature - Instructor Date*

#### Divisional Dean Use Only

Request Approved  Request Denied Reason: \_\_\_\_\_

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
*Division Dean of Instruction's Name (please print clearly) Signature - Division Dean of Instruction Date*

#### Vice Chancellor of Student Services Use Only

Request Accepted  Request Rejected Reason: \_\_\_\_\_

**X** \_\_\_\_\_  
*Signature - Vice Chancellor of Student Services Date*

#### Admissions and Records Use Only

Processed **X** \_\_\_\_\_  
*Initials Date*



## **Request for Record Correction Instructions**

- No grade will be changed later than **two years** after the calendar date ending the semester in which the grade was assigned.
- No grade can be changed without the written consent by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and incompetency.
- Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- No grade except **Incomplete** may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- Only the instructor is required to sign grade changes from "I" to a grade.

### **Grade changes other than Incomplete:**

**Step 1-** Instructor completes the Request for Record Correction Form and submits it to the Division Dean with a copy of the Class Rollbook.

**Step 2-** The Dean makes a recommendation to the Vice Chancellor of Student Services.

**Step 3-** Upon approval, the request will be processed by Admissions & Records.  
The student will be notified of the outcome by the Dean's Office.

*\*Education Code Section 76224: "The grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, **in the absence of mistake, fraud, bad faith, or incompetency, shall be final.**"*